

Position Description

Position Title	SDRS Senior Advocate	Salary	Based on NT Social, Community, Home Care and Disability Services Industry Award Grade 6
Team	Seniors and Disability Rights Service	Conditions	DCLS Enterprise Agreement
Reports to	SDRS Team Leader	Employment type	Up to 37.5 hours per week
Direct reports	Multiple	Duration	2 years

About DCLS

Darwin Community Legal Services (DCLS) is located Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands throughout the Northern Territory. We pay our respects to Elders past, present and emerging.

DCLS is a free, confidential multi-disciplinary, community legal service which provides legal help, support, and advocacy to help people ensure their rights. Some of our services are focused on Darwin or the Top End, and some are Territory wide.

With over 60 volunteers contributing via our night-time and Saturday legal advice services, over 25 staff and 30 years of operation, DCLS has a long history of being a striving collaboration for positive change. Our legal help and support teams, which consist of the General Legal Team, Tenancy Advice Service and Seniors Rights and Disability Advocacy Service, are located together enabling integrated client support.

In all we do, we work to empower our diverse communities to access to services and support.

We work to promote awareness and understanding, and we advocate and collaborate for change that promotes fairness and justice.

About this role

The Seniors and Disability Rights Service (SDRS) provides advocacy support to older people living in the community or aged care homes or their representative and to people with disabilities or their representatives as per funding requirements.

SDRS also provides community education and community awareness activities and contributes to law reform and policy development. The position provides an opportunity to be part of an important and responsive community service and to engage with a broad cross-section of the community.

Key duties and responsibilities

- Provide accessible and responsive supervision to direct reports as per DCLS Staff Supervision and Appraisal Policy.
- Ensure relevant reports are provided to SDRS Team Leader.
- Provide advocacy support to people living in or eligible to live in aged care homes, people who receive

Commonwealth-funded aged care community packages, and their representatives.

- Provide advocacy support to people who receive Community Home Support Program services
- Provide advocacy support to people with a disability and their representatives.
- Provide advocacy support to people with disabilities and rights and opportunities under the NDIS, including preparing documents and attending conferences and hearings as part of the NDIS Appeals process.
- Identify community education and training needs for our client groups and other stakeholders and deliver appropriate training.
- Advocate for systemic change or law reform to better achieve objectives and support the rights of people with disabilities.
- Supervise the casework of direct reports ensuring that casework is completed in accordance with funding body requirements and DCLS Casework Guidelines.
- Undertake more complex advocacy casework in accordance with the DCLS Casework Guidelines.
- Oversee administration of relevant client feedback and satisfaction policies and advise SDRS Team Leader accordingly.
- Develop and maintain links with key stakeholders and networks.
- Attend SDRS networks, conferences, steering committees, and other external forums.
- Other duties as reasonably directed by the SDRS Team Leader.

Accountabilities

- Develop and report against a current work plan in conjunction with your Team Leader.
- Regularly engage in supervision meetings.
- Actively engage in a Performance Review annually or when required.
- Accurately collect and input data to ensure funding reporting requirements are met.
- Achieve outcomes consistent with the position description and current work plan.
- Prepare and submit written reports as required.
- Work as a productive team member including participating in meetings and assisting in tasks shared by all staff.
- Adhere to DCLS values, policies, and procedures at all times.

Selection criteria Essential

- Proven supervision of team members in an advocacy and case management environment.
- Understanding and commitment to key principles and values of advocacy.
- Experience working with older people, people with disabilities and people from a CALD or Indigenous background within an advocacy framework.
- Proven commitment to social justice and human rights.
- Experience providing outreach services in a community-based environment.
- Experience developing and implementing community education materials specifically for older people or those with disabilities from a variety of cultural backgrounds.
- Demonstrated high standard of written and verbal communication skills.
- Demonstrated ability to work independently as well as part of a team.
- Demonstrated ability in the use of Microsoft Office and database systems including providing reports to a variety of stakeholders.
- Strong organisational and time management skills including the ability to prioritise competing demands.
- Current First Aid Certificate.
- Current Manual NT Driver's License and willingness to travel for short periods of time including by light aircraft.
- Experience in provision of training or community legal education.

Criminal History Check

- Successful applicants will be required to undergo a criminal history check.
- Successful applicants will be required to have a current Working with Children's Card.

Salary and other benefits

NT SCHCADS Grade 6 depending on skills and experience. DCLS pays above award wages and salary packaging is available. Superannuation 9.5%, 6 week's annual leave (or pro-rata), generous conditions as per DCLS Enterprise Agreement. DCLS is a smoke free workplace and an equal opportunity employer.

